



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
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Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 28th OCTOBER 2024**.

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Council during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements, and these should be restricted to the functions of this Council.) Any written question received by 9am on Monday 28th October from members of the public not able to attend the Meeting in person will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

DATED THIS 21st DAY OF OCTOBER 2024

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To APPROVE the Minutes of the Council Meeting held on 2nd September 2024
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Committee Meeting of 23rd September 2024** with resolutions, recommendations and reports including: -
 - Recommendation of the Adoption of the revised Financial Regulations, a new Risk Management Policy and amendments to the Standing Orders, Standing Orders for Contracts, and Council Terms of Reference - Min. 63 refers
 - 9.2 **Planning and Licensing Committee Meetings of 17th September and 8th October 2024** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 9th September 2024** with resolutions, recommendations and reports
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in [August](#) and [September](#) 2024 and to note the [balances, bank reconciliations and financial reports](#) (October not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 12. To note the External Auditor's Certificate and Report year ending 31st March 2024 Accounts and consider any action if required
 13. Notice of Motion (S.O. 9.0) proposed by Cllr. D. Dawes, seconded by Cllr. Barrett (deferred from the previous Meeting - Min. 74 refers) - Future of Bognor Regis Chamber of Commerce

"I have attended many events provided for the town by BRTC and am often in awe of the services that are provided to the town and its residents often for no charge or expectation.

However, I am rather irked by the appearance at many events by the Bognor Regis Chamber of Commerce which, if it was an active body, I would have no argument with but they are not and at present provide zero, as far as I can see, to the town or its residents. Why?

Their Facebook page last had a post from them on the September 27th 2019, and their header picture is of the front of the train station pre-planters which have been there for many years now and the contact number puts you in touch with the President who says "The Chamber is on hold... You need to talk to the Chairman and good luck with that as even I can't get hold of him". This is a very poor representation of Bognor Regis.

We now have the Chichester Chamber recently stated in the press that "We are looking to grow a Bognor Chapter of businesses that will be part of the Chichester Chamber, but at the same time will provide a voice for Bognor businesses and highlight the positive contributions that Bognor can bring to a co-ordinated business strategy for the entire coastal plain of West Sussex. There is no need to go through the expense and time of growing a business forum in Bognor; we can utilise all the facilities, infrastructure and experience already available via the Chichester Chamber of Commerce."

It seems we will just have to be happy being a chapter that is run by Chichester. In which case we see the 102yr old Bognor Regis Chamber of Commerce disappear and we rescind all further invitations to the BRCoC as they will be defunct sadly and invite the Chichester Chamber of Commerce which is equally as sad.

I know some will say that the BRCoC is not under the auspices of BRTC and I agree but surely we should be looking at how the town is represented and contact the Chairman and President for some clarification as to where we stand as a Town or give in and ask the Chichester Chamber of Commerce how we can help them represent OUR town. Thoughts?"

14. To note that the following organisations have requested to give a presentation to Councillors, and to agree any arrangements in order to facilitate this: -
 - Bognor, Poole, Worthing Leisure Ltd - to share the future plans for Bognor Regis Pier and to explore what support the Town Council might be able to offer
 - Chichester Chamber of Commerce - in relation to the member benefits that the Chamber can bring to Bognor Regis
 - Bishop Tufnell CE (Aided) Primary School - to receive a presentation from students on sewage issues
15. To consider appointing a Town Councillor Representative to attend 'Bognor Community Meetings', as organised on an ad-hoc basis by the High Sheriff of West Sussex
16. To note that the WSALC AGM and Conference will take place on Monday 4th November 2024, at the AMEX Stadium, Brighton
17. To note that the Town Council's Community Winter Resilience Plan has been updated, and submitted to WSCC, for 2024/2025
18. To consider the requirement to appoint a Member other than the Chair or Vice-Chair of Policy and Resources Committee to verify bank reconciliations with the Town Council's accounts in line with the Council's new Financial Regulations (F.R. 2.6 refers)
19. Regeneration including: -
 - To note the publication of the Minutes of the Bognor Regis Regeneration Board AGM held on 17th October 2024 (if available)
20. Mayor's Report and duties undertaken
21. Town Crier's Report and duties undertaken
22. Reports from Representatives to other organisations
23. To receive a report from Officers following any attendance at the monthly Arun Parish Meeting with the Neighbourhood Policing Team
24. To receive Correspondence
25. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification

26. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
27. Picturedrome Site update (deferred from the previous Meeting) including: -
 - Update on pending rent review for elements of the building and to agree next steps - Min. 201 of 26th March 2024 refers

Agenda item **27** will contain confidential items and require a resolution to exclude public and press.

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE
COUNCIL CHAMBER IF REQUIRED**



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 2nd SEPTEMBER 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Barrett, J. Brooks, D. Dawes, S. Goodheart, R. Nash, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
AC Ashley Wightwick-Hotston (Mayor's Cadet) (part of meeting)
2 members of the public

Prior to the Meeting, a one-minute silence was held in memory of former Town Councillor and Mayor, Mr. Pat Dillon

The Meeting opened at 6.33pm

59. WELCOME BY MAYOR

The Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

60. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

The Assistant Clerk gave apologies for the Clerk, who was unwell.

Apologies for absence were received from Cllrs. Batley, Oppler, Wells and Woodall with the Assistant Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

No apologies were received from Cllr. Stanley.

61. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare

their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Brooks declared an Ordinary Interest in Agenda item 13, as a member of the Bognor Regis Chamber of Commerce and the Town Council's appointed representative

Cllr. Mrs. Warr left the Meeting

62. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 8th JULY 2024

The Minutes of the Council Meeting held on 8th July 2024 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

Cllr. Mrs. Warr returned to the Meeting

63. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Assistant Clerk confirmed that no reports had been received from West Sussex County Councillors. Cllr. McDougall, an Arun District Councillor, had hoped to attend the meeting to give a report in person, but unfortunately, was no longer able to attend. No written report had been received from Cllr. McDougall prior to the meeting.

64. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

65. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

66. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

67. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

68. Policy and Resources Committee Meeting of 29th July 2024

Whilst the Chair of the Committee, Cllr. Waterhouse was present, he had not been in attendance at the meeting held on 29th July and did not, therefore, report. In the absence of the Vice-Chair, Cllr. Wells, another Committee Member who had been in attendance on the 29th, Cllr. Mrs. Yeates, reported.

68.1 Min. 40 refers - 29th July 2024 - Recommendation that the updated Treasury Management Policy, to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted

Members unanimously **RESOLVED** to **APPROVE** the adoption of the updated Treasury Management Policy, to enable the Assistant Clerk to act in the absence of the Town Clerk.

68.2 Min. 40 refers - 29th July 2024 – Recommendation that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. Thus, enabling the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Cooperative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory

Members unanimously **RESOLVED** to **APPROVE** that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. Thus, enabling the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Cooperative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

69. Planning and Licensing Committee Meetings of 16th July, 6th and 27th August 2024

The Chair of the Committee, Cllr. Mrs. Warr, reported. There were no recommendations to Council.

70. Environmental and Leisure Committee Meeting of 15th July 2024

In the absence of the Chair, the Vice-Chair of the Committee, Cllr. Brooks reported.

70.1 Min. 25.1 refers - Recommendation that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as non-voting additional Tenant Representatives for the remainder of the 2023-2024 allotments year

Members unanimously **RESOLVED** to **APPROVE** that Mr. Paul Goodchild (Original Site) and Mr. Phil Fortin (Re-Established Site) be co-opted as non-voting additional Tenant Representatives for the remainder of the 2023-2024 allotments year.

71. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council unanimously **RESOLVED** to ‘formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee’.

72. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN JUNE AND JULY 2024 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (AUGUST NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** ‘to note the payments and transfers made in June and July 2024 and to note the balances, bank reconciliations and financial reports (August not yet available) and outturn and approval of the contents and their publication’.

73. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES

The Town Clerk’s report was **NOTED**.

“I hope that all are aware of the work that has been done to the front of the Town Hall and I personally would like to say that it is looking better than it has for a long time.”

Particular thanks has to go to (ADC employee) Graham (Percy) I feel as he has made the front look like it hasn't in a long long time. The brass is now being brought back to life, the railings have been refurbished, the front doors have been rubbed down, filled and stained, new twinning signs and parking signs have been erected and this brings back some civic pride.

I am hoping that all, if not some of you can agree that more has to be done and this is what I would like to propose, to start:

The central flagpole on the balcony needs to be replaced (currently the ADC flag is flying on the west side of the building and the Union flag is on the east side whereas apparently it should be ADC west side, BRTC east side and the Union in the middle where there is a flagpole in an elevated position i.e. on the balcony). I wonder if this is mentioned on the Grade II listing?

Parking is still a huge problem and indeed recently an ambulance was unable to get to the front of the Town Hall for an emergency.

The main problems are the residents of No.3 Clarence Rd and the staff of Crawford Care Home. I have had 'words' with the residents at No.3 who recently parked an uninsured and untaxed wreck on the pavement directly in front of the Town Hall and that and a van should no longer be a problem, but I feel a polite letter to the residents of that house or notes on windscreen would be advisable.

The staff at Crawford have not only been openly hostile to officers from BRTC but also carry on using the front of the Town Hall as their own free parking thus stopping the elderly, disabled and other persons from parking for the allowed 20 minutes to attend to matters that they visit the Town Hall for.

May I suggest in this circumstance a polite but firm letter addressing the issue to the directors/owners of Crawford as the manager has a tendency to give BRTC the middle finger... literally.

Their details are:

Mr Mark Edward Wills, Director, Mr Richard Paul Jupp, Director, Mrs Jennifer Jane Jupp, Secretary at Crawfords Homes Ltd, 38 Salisbury Road, Worthing, West Sussex BN11 1RD. I am happy to hand deliver if required on behalf of BRTC.

It seems that WSCC and ADC cannot, or just don't see it as important, to come together and sort this out whereas I and I hope you do. The front of the Civic Centre in Littlehampton is fine and managed as is County Hall in Chichester so perhaps we should push them to show us and our Community the same courtesy.

To stop this problem in the future I would suggest a metal pole at each side of the road on the east and west side and a chain across between certain times with notices showing those times.

The yellow hatching also needs repainting as does the disabled bay and the Town Clerks space.

There has apparently been a quote given for jet washing the Town Hall but as we all know they will not spend the kind of money quoted until they have decided what to do with the building so perhaps we ask if the front can be done only to at least wash her face and show some pride especially as the down pipes are utterly disgusting.

I hope I can rely on some support for this as I feel that we have been ignored and run roughshod over for too long when it comes to our home (yes it is their building but it is our home)"

With Cllr. Mrs. Warr seconding the Motion, the Mayor deemed the matter as urgent and invited Cllr. Dawes to speak to his Motion.

73.1 Reinstating of Balcony Flagpole

Cllr. Dawes highlighted to Members the great work undertaken by Graham (Percy) to the Town Hall, since his original Motion on this matter, which was discussed at the Council Meeting held on 4th March 2024 (Min. 180 refers) and took the opportunity to thank him for his efforts.

Regarding the issue of reinstating the flagpole on the balcony, Cllr. Dawes advised that as part of due diligence on this issue, he had been in contact with Historic England, who had confirmed that if the balcony flagpole was in place at the time the Town Hall was registered as a Listed Building, then it should still be in situ. Cllr. Dawes confirmed that he had obtained photographic evidence that this was the case.

Councillors concurred and spoke of their support of Cllr. Dawes' sentiments, particularly in that it should be reinstated in time for this year's Remembrance Sunday Service, on 10th November 2024, and hoped that early consideration would give this some chance of happening.

Cllr. Dawes advised that during discussions with ADC thus far, it had been suggested that were ADC not to replace the balcony flagpole then the Town Council could purchase and install this, but that upon fixing, it would become the property of ADC, as it would be attached to their building.

There were questions as to what the Motion was asking specifically, with one Councillor querying what the costs would be, should the Town Council choose to fund this themselves. Whilst Councillors felt that ADC should be funding the reinstatement of the flagpole, many were hesitant as to the feasibility of this, with the District Council continuing a review of their accommodation and making clear their intention not to spend large sums on the building, whilst these investigations were ongoing.

After discussion, it was unanimously **AGREED** to write to the Property, Estates and Facilities Team at ADC, copying in the new CEO of ADC, asking them to fund the cost of a balcony flagpole, including installation, to the Town Hall, as landowners. If a positive response is not forthcoming, then the Town Council

will consider funding the installation itself, up to a total cost of £3,000 from a budget to be identified, subject to permission in writing from ADC.

It was further **AGREED** that Cllr. Nash, a dual-hatted Councillor who was due to be meeting with the new CEO on Thursday 5th September, be given permission to speak on this matter, on behalf of the Town Council.

73.2 Parking issues outside Bognor Regis Town Hall

Cllr. Dawes explained that, despite new signage stating that parking at the front of the building is for a maximum of 20 minutes only, parking rules continue to be ignored, with vans and cars of those working across the road, at Crawford House, parking for days at a time. Cllr. Dawes expressed his contempt at those who had been verbally abusive to Town Council staff, when asked politely to move their vehicles, particularly prior to the 2023 Remembrance Day Service. Despite numerous letters and verbal requests, they continue to use these spaces, intended for users of the Town Hall, for a short period of time. Cllr. Dawes also raised the issue of the Town Clerk who has not been able to use her designated parking space for a long time, as well as the disabled spaces that cannot be accessed.

With Arun District Council confirmed as landowners of this area, they have advised that they are looking into the installation of barriers that will be up for the duration of the Town Hall opening hours, and be lowered when the Town Hall is closed, to try to discourage these persistent offenders.

Members again concurred with Cllr. Dawes' frustrations with this ongoing issue and discussed how this may be policed.

Members unanimously **AGREED** that a letter be written to the new CEO of Arun District Council, asking them to consider policing the parking outside the front of the Town Hall, as landowners, with ticketing hopefully acting as a deterrent. If ADC are not agreeable, then the Town Council will need to assess the cost implications of doing so themselves, which, if necessary, will be on a future agenda for discussion. Members **AGREED** that Cllr. Nash, a dual-hatted Councillor due to be meeting with the new CEO on Thursday 5th September, be given permission to speak on this matter also, on behalf of the Town Council.

Cllr. Waterhouse left the Meeting

It was further **AGREED** that, in the meantime, letters be sent to the directors and staff at Crawford House, reminding them firmly, that the front of the Town Hall is not to be used as their own personal car park.

Cllr. Waterhouse returned to the Meeting

74. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. D. DAWES

The Town Clerk's report was **NOTED**.

"I have attended many events provided for the town by BRTC and am often in awe of the services that are provided to the town and its residents often for no charge or expectation.

However, I am rather irked by the appearance at many events by the Bognor Regis Chamber of Commerce which, if it was an active body, I would have no argument with but they are not and at present provide zero, as far as I can see, to the town or its residents. Why?

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We now have the Chichester Chamber recently stated in the press that "We are looking to grow a Bognor Chapter of businesses that will be part of the Chichester Chamber, but at the same time will provide a voice for Bognor businesses and highlight the positive contributions that Bognor can bring to a co-ordinated business strategy for the entire coastal plain of West Sussex. There is no need to go through the expense and time of growing a business forum in Bognor; we can utilise all the facilities, infrastructure and experience already available via the Chichester Chamber of Commerce."

It seems we will just have to be happy being a chapter that is run by Chichester. In which case we see the 102yr old Bognor Regis Chamber of Commerce disappear and we rescind all further invitations to the BRCoC as they will be defunct sadly and invite the Chichester Chamber of Commerce which is equally as sad.

I know some will say that the BRCoC is not under the auspices of BRTC and I agree but surely we should be looking at how the town is represented and contact the Chairman and President for some clarification as to where we stand as a Town or give in and ask the Chichester Chamber of Commerce how we can help them represent OUR town. Thoughts?"

Cllr. Barrett seconded the Motion.

With the matter not being deemed urgent by the Mayor, it was unanimously **AGREED** to **REFER** this Motion, without discussion, to the next Council Meeting to be held on 28th October 2024.

75. TO RATIFY DONATION OF £100 TO MACMILLAN CANCER SUPPORT IN MEMORY OF FORMER TOWN COUNCILLOR AND MAYOR, MR. PAT DILLON AND TO NOTE THE ADDITIONAL £1.50 PAYABLE TO JUSTGIVING TO ENABLE THE DONATION TO BE MADE

The Town Clerk's report was **NOTED**.

Members unanimously **RESOLVED** to **APPROVE** the donation of £100 to Macmillan Cancer Support in memory of former Town Councillor and Mayor, Mr. Pat Dillon. Members further **NOTED** the additional £1.50 payable to JustGiving to enable the donation to be made.

76. REGENERATION INCLUDING: - TO NOTE THE POSTPONEMENT OF THE BOGNOR REGIS REGENERATION BOARD AGM FROM 10th JULY TO THE 17th OCTOBER 2024; TO NOTE THE APPOINTMENT OF MATT STANLEY AS ACTING CHAIR OF THE BOGNOR REGIS REGENERATION BOARD; TO FURTHER NOTE THE APPOINTMENT OF MATT STANLEY AS A DIRECTOR OF THE BOGNOR REGIS REGENERATION BOARD IN LINE WITH THE MANAGEMENT COMMITTEE'S TERMS OF REFERENCE

Members **NOTED** the postponement of the Bognor Regis Regeneration Board AGM from 10th July to the 17th October 2024, the appointment of Matt Stanley as acting Chair of the Bognor Regis Regeneration Board, and the appointment of Matt Stanley as a Director of the Bognor Regis Regeneration Board in line with the Management Committee's Terms of Reference.

77. TO RECEIVE ANY FEEDBACK FROM THE COUNCILLOR DROP-IN SURGERY HELD ON 31st JULY 2024

The Town Clerk's report was **NOTED**.

The Assistant Clerk apologised to Cllr. Brooks for omitting his name from the list of Town Councillor attendees included within the report.

Those Councillors who had been in attendance agreed that this latest Councillor Drop-In Surgery, which had been held to coincide with the Hampshire Avenue Fun Week, perhaps did not work alongside the event. Some commented that whilst the children's event was well attended, not many accompanying adults were interested in visiting the Town Council's gazebo to discuss any issues or raise any questions with their Town Councillors. The fact that it was a particularly hot day perhaps did not help with one Councillor citing that the location of the Drop-In Surgery may have been 'a distraction, rather than an attraction'.

The Assistant Clerk explained that the remit of community engagements had only recently fallen to Full Council, following the dissolution of the Community Engagement and Environment Committee, and that the proposed dates and locations for the Councillor Drop-In Surgeries and Online Community Forums had been approved by Members at the Council Meeting held on 4th March 2024 (Min. 188 refers). She emphasised that different locations, times and days were chosen for this year, to try to cater for as many local people as possible, giving everyone an opportunity to voice their opinions. It was generally agreed that this particular location, coinciding with the Hampshire Avenue Fun Week was not as successful as was hoped, but that this could be taken onboard by Members when deciding next year's dates and locations.

78. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The Mayor informed those present that she had attended 16 events in the role, thus far, stating that she continues to thoroughly enjoy her position. The report on the Mayor's activities was **NOTED**.

79. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**.

80. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

80.1 Cllr. Miss. Needs – Bognor Regis Concert Band (President); Stonepillow (Patron).

80.2 Cllr. Mrs. Yeates – Arun District Association of local Councils (ADALC); Bognor Regis Heritage and Arts Partnership Board.

The Assistant Clerk reported that Cllr. Wells, who was absent from the meeting, had sent apologies for not having sent his written report to date. Cllr. Wells will forward this to the office, as soon as possible.

81. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

The Assistant Clerk's report was **NOTED**.

Several Councillors present raised concerns with the increasing problems with antisocial behavior, citing the railway station as a particularly problematic area. Comment was made in relation to the multi-agency meetings called to address the issue, which seemingly did not involve many of the local key groups who are 'in the thick' of dealing with this behaviour on a daily basis, including the significant increase in homelessness in the Town. It was felt that these matters would be less diluted with a more 'Bognor Regis centric' meeting, rather than Arun wide meetings, such as the monthly Arun Parish Meeting. Some Councillors commented that Arun District Council do a good job of helping the homeless, compared to other local authorities, but that a joined-up approach of tackling antisocial behaviour and homelessness needed to be a priority, with agencies such as Stonepillow and Turning Tides at the forefront.

The Assistant Clerk advised that she had been invited to attend a meeting on Thursday to discuss the issues at Station Square in particular with representatives from ADC's AntiSocial Behaviour Team, British Transport Police and Sussex Police. The Assistant Clerk was uncertain as to which other representatives might be attending but volunteered that if groups such as Stonepillow were not present, then she would feedback the suggestion that they be included in future multi-agency discussions on such matters.

82. TO RECEIVE CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list.

83. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**83.1 Director's report, any urgent actions taken for ratification**

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

84. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTURAL)

The Committee unanimously **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 24 (contractual).

85. PICTUREDROME SITE INCLUDING: UPDATE ON PENDING RENT REVIEW FOR ELEMENTS OF THE BUILDING AND TO AGREE NEXT STEPS – MIN. 201 OF 26th MARCH 2024 REFERS - CONFIDENTIAL BUSINESS

As the Town Clerk, who is also the Director of the Bognor Pier Company Ltd, was not present at the meeting, Members unanimously **AGREED** to **DEFER** this item to the next Council Meeting, to be held on 28th October 2024, unless it became necessary to call an Extraordinary Council Meeting before then.

The Meeting closed at 7.38pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 23rd SEPTEMBER 2024

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart, F. Oppler,
Mrs. J. Warr, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
1 Member seated in the public gallery (part of meeting)

The Meeting opened at 6.31pm

50. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

51. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Brooks, Miss. Needs (owing to the lift at the Town Hall being broken), Smith and Wells with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

52. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Goodheart declared an Ordinary Interest in Agenda item 7 in relation to items to be discussed

Cllr. Oppler declared an Ordinary Interest in Agenda item 10 as he had been a substitute District Councillor at ADC's Environment Committee Meeting at which the ADC Free Parking Scheme Review was discussed

Cllr. Woodall declared an Ordinary Interest in Agenda item 7 as the Town Council appointed Representative to the Bognor Regis Carnival

53. TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th JULY 2024

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 29th July 2024 and these were signed by the Chair.

54. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the Member seated in the public gallery and the meeting was not, therefore, adjourned.

55. CLERK'S REPORT FROM PREVIOUS MINUTES

55.1 3rd June 2024 - Min. 10 Internal Audit Recommendation for Increase Fidelity Guarantee Cover

In response to the minor point raised by the Internal Auditor in relation to a review of the insurance policy schedule, Members had agreed that the Clerk should implement increasing the level of Fidelity Guarantee cover to at least the value of the combined bank account balances as a minimum, at the next insurance renewal in August 2024, as had been suggested within

the report by the Internal Auditor. Members noted that this had now been done with cover increased to £1.2m as part of the overall annual policy renewal of £8,802.41 including Insurance Premium Tax and administration charges.

55.2 29th July 2024 - Min. 32.1 Bognor Regis Warden

An email has been received from Bognor Regis BID Board of Directors requesting the Council's ongoing support for this service in the next financial year as the Council enter into their budget planning for 2025-26. The BID Board aspire to provide a seven day a week service from 1st April 2025, which would only be possible if the Town Council were able to commit to continued funding at the 2024-25 level of £16,683. This will therefore form part of the Committee's budget considerations at their meeting on 9th December 2024.

55.3 29th July 2024 - Min. 32.6 Election costs

Following the previous report to Members, detailing the costs charged to the Town Council for the elections held on 4th May 2023 at a total of £38,219.62, the Clerk was asked to contact Arun District Council to request a breakdown of the total 2023 costs for the Bognor Regis area, in addition to the election costs for 2019, as a comparison. Following a chaser email sent 23rd September to the Electoral Services Manager at ADC, a detailed breakdown of costs was received. Liaison will now be undertaken with the Chair and Vice-Chair of the Committee and, subject to their agreement, payment will be released.

55.4 29th July 2024 - Min. 38 Bognor Regis Seafront Lights' ILLUMINATE BOGNOR REGIS' event

Having previously resolved a budget of £1,000 for the Town Council to participate in the Bognor Regis Carnival and ILLUMINATE Bognor events, to be split between the two and funded from Reserves (Min. 144 refers), the costs associated with the Carnival had been less than the £500 allocated and Members therefore resolved to fund a Gliding Fairy, at a total cost of £620, as a proxy entry into the ILLUMINATE Bognor event in August 2024.

Owing to logistical difficulties in arranging the Gliding Fairy's participation, an alternative but similar entry was sought and two LED illuminated stilt-walking acts took part in the parade, on behalf of the Town Council instead, at a cost of £560 excl. VAT.

56. TO FURTHER CONSIDER AND AGREE THE APPLICATION PROCESS IN RELATION TO PARTNERSHIP FUNDING AND TO ALSO CONSIDER THE IMPLICATIONS OF PARTNERSHIP FUNDING GOING FORWARD - MIN. 17 REFERS

The Assistant Clerk's report, including the appendices relating to the approved paperwork for Grant Aid applications, attached for illustrative purposes, was **NOTED**.

56.1 Members unanimously **RESOLVED** to suspend Standing Orders (S.O. 7a) to enable them to revisit their previous decision in relation to Partnership Funding for 2025/2026.

Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

56.2 Comment was made around the merits of Partnership Funding which would give organisations some stability in the knowledge that they would be in receipt of ongoing funding. It was suggested that, rather than making a general call for Partnership Funding applications, of the applications received for Grant Aid funding, those with the most promise be identified and moved into the Partnership Funding 'arena' for longer-term support from the Town Council, having first determined whether this would be something of interest to them.

Although the budgets for 2025/2026 would not be approved by Council until January 2025, a Member felt that organisations should have an idea of the level of funding that would be possible, as without this prior knowledge their proposals might be stifled. To overcome this, it was proposed that applicants could submit proposals detailing what they could deliver for different levels of funding.

Members were reminded that, in the event of entering into any new Partnership Agreements, it was the general policy to not commit funding that impacts the next Administration, whilst current agreements would be honoured. Furthermore, attention was drawn to the policy agreed for Partnership Funding which focused on supporting local tourism and events, particularly new events, and promoted the importance of applicants looking to support themselves in the future without relying on funding from the Town Council.

Following comments about event organisers needing storage space, and the suggestion that this was something that the Town Council should offer, reference was made to empty property owned by Arun District Council and whether this could be a solution. It was **AGREED** that this proposal would be a future Agenda item, to allow for investigation.

When asked how they wished to proceed with Partnership Funding going forward, Members **AGREED** that eligible organisations would be identified by the Committee from the Grant Aid applications received. They would then be invited to submit details of varying proposals that they could deliver at different levels of funding, should the longer-term support of Partnership Funding be something of interest to them.

Cllr. Oppler left the Meeting

57. PROPOSALS FOR EVENTS PROGRAMME FOR 2025 INCLUDING CONSIDERATION OF BUDGETS

The Events Officer's report was **NOTED**.

Cllr. Oppler returned to the Meeting

The Clerk reminded those present that they were not approving the budgets for events at this stage but being asked whether they agreed with the Officer recommendations. These figures would then be fed into the overall budget proposals and be considered at the Committee Budget Meeting on 9th December 2024. The Chair added that the Events Officer, who was credited as being very good at their job, had provided an outline programme of events in 2025 in their report.

- 57.1** Members unanimously **AGREED** to light the beacon brazier on 8th May 2025, to mark the 80th Anniversary of VE Day, and unanimously **FURTHER AGREED** to **RECOMMEND** a budget of £2,000 for the event.
- 57.2** It was unanimously **AGREED** that the theme for the 2025 Book Day would be Alice in Wonderland, in memory of former Town Councillor and Mayor Pat Dillon, and unanimously **FURTHER AGREED** to **RECOMMEND** a budget of £5,000 for the event.
- 57.3** A budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED** for the Proms in the Park 2025 event.
- 57.4** For the Drive Through Time event it was unanimously **AGREED** to **RECOMMEND** a budget of £5,000 for 2025.
- 57.5** Members unanimously **AGREED** to work with Clowns International on the 75th Anniversary Funday event in 2025, **AGREEING** to **RECOMMEND** a budget of £800 plus Events Officer time to assist with any administration.
- 57.6** In general, it was agreed that Hampshire Avenue was the right location for the Fun Week. A Member mentioned the several youth facilities in the locality who, they believed, should be involved with the Fun Week, as well as involving the community, and that this was an opportunity to encourage links with youth groups. In relation to the proposal in the report that the Fun Week be extended to 5 days, there was concern that it would clash with other youth activities being hosted by Bersted Parish Council, for example, with it suggested that liaison take place to avoid doubling-up.

Cllr. Woodall and Mrs. Yeates declared an Ordinary Interest as Bersted Parish Councillors

It was unanimously **AGREED** to **RECOMMEND** a budget of £5,000 for the 2025 Hampshire Avenue Fun Week.

57.7 A budget of £5,000 was **AGREED** to be **RECOMMENDED** for the Funshine Day events for 2025.

57.8 Members **NOTED** that there was no additional budget required for the Town Centre BMX Stunt Show and BMX sessions for children in 2025, as funds had been earmarked for this event from the 2024/25 Town Centre Events Budget.

57.9 It was also **NOTED** that there was no expected cost to the Council in bringing a French Market to the Town Centre in 2025 and, therefore, no budget was required.

57.10 When discussing the Sunday Afternoon Concerts, in partnership with the Rotary Club, there was a feeling that the Town Council received little recognition in financially supporting the events. It was suggested that Councillor attendance at these events could be better, and that the Town Council branded gazebo should be present on site to advertise the Council's involvement.

Members unanimously **AGREED** to **RECOMMEND** a budget of £3,000 for the 2025 Sunday Afternoon Concert events.

57.11 Whilst it was agreed that it would be good to hold an event in the October Half-Term, it was understood that this would depend on the weather.

Following a vote, with the Chair having the casting vote, it was **RESOLVED** to **AGREE** that the £4,500 currently held in Earmarked Reserves be retained until such time that the Events Officer comes forward with an alternative event, not precluding a Halloween event.

57.12 With comments about the high attendance at the Christmas Illuminations Switch-On in 2023, at what was described as a "stunning event put on by the Town Council", Members unanimously **AGREED** to **RECOMMEND** a budget of £6,000 for the 2025 Switch-On event.

57.13 It was unanimously **AGREED** to **RECOMMEND** a budget provision of £2,500 to enable the Events Officer to work in collaboration with other organisations in bringing back the Carols in the Park event for 2025.

58. CHRISTMAS LIGHTS SWITCH-ON EVENT - UPDATE ON ARRANGEMENTS FROM THE EVENTS OFFICER - MIN. 33 REFERS

The Events Officer's report was **NOTED**.

Cllr. Oppler reminded Cllr. Waterhouse that the two of them had volunteered to chaperone Billy Bulb during his attendance at the Christmas Lights Switch-On event in November 2024.

59. TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 15th JULY 2024 - MIN. 34 REFERS

The Town Clerk's report, including the appendix relating to the Notes of the Working Party Meeting held on 15th July 2024, was **NOTED**.

Cllr. Oppler summarised the outcomes of ADC's Environment Committee Meeting held on 19th September, at which he had been present, and spoke of his disappointment both at the lack of engagement from ADC Councillors with Representatives from the two Town Councils, and of the Bognor Regis BID's input.

Whilst there had been an agreement that the disc for the Free Parking Scheme should cost £6 for the year, and the app at a cost of £4, the proposal that this be fixed for 3 years was favored but referred to ADC's Policy and Finance Committee.

Cllr. Mrs. Warr declared an Ordinary Interest as an ADC Councillor who had been sitting at the Environment Committee Meeting being referred to

60. TO RECEIVE THE TOWN FORCE REPORT INCLUDING ANY UPDATE ON "PROVIDED BY BOGNOR REGIS TOWN COUNCIL" SIGNAGE - MIN. 35 REFERS

The Town Force Manager's report, including the update relating to the "provided by Bognor Regis Town Council" signage that had been approved, was **NOTED**.

61. TO CONSIDER AND AGREE THE LEVEL OF ANY FUNDING TOWARDS THE RELOCATION OF A BENCH IN HIGH STREET AND REMOVAL OF TWO BENCHES IN YORK ROAD, SHOULD A FUNDING REQUEST FROM ANOTHER SOURCE NOT BE POSSIBLE - MIN. 45 REFERS

The Assistant Clerk's report was **NOTED** and a verbal update was given to Members following the online meeting that had been arranged with all parties relevant in approving the bench's removal.

With all parties satisfied in relation to licences, consultations, and contractors, full permission was given for the Town Council to remove the bench in High Street and relocate it to York Road to replace two older benches.

At the previous meeting, it had been agreed that an application to the Safer Arun Partnership (SAP) for funding towards the relocation of the bench in High Street should be prioritised (Min. 45 refers).

Having made tentative enquiries with ADC, it had been suggested that SAP would require another public consultation to be carried out as the previous consultation was more than 12 months old, in addition to other information, such as evidence that the location was still subject to ASB.

However, during the course of conversations with ADC's Property, Estates and Facilities department, the Assistant Clerk had obtained a written agreement that they would pay half of the costs associated with moving the benches. Therefore, rather than elongating the process any further, it was the Officer recommendation that an application to SAP no longer be pursued but that Members consider the Town Council part-funding this themselves.

Acknowledging that Arun District Council had agreed to pay up to half of the costs involved with the project, Members **RESOLVED** to **AGREE** a budget of up to £300, by way of the Town Council's contribution to costs, to be funded from General Reserves.

62. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Assistant Clerk's report was **NOTED**.

63. TO CONSIDER AND IF ACCEPTABLE RECOMMEND TO COUNCIL A CHANGE TO THE FINANCIAL REGULATIONS, AND ASSOCIATED CHANGES TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS. ALSO, CONSIDERATION OF A RISK MANAGEMENT POLICY AND FURTHER RECOMMEND THIS TO COUNCIL FOR ADOPTION

The Town Clerk's and Consultant's report, including the five appendices showing the changes proposed following changes to Financial Regulations, was **NOTED**.

Comment was made by Members about what an amazing amount of work it had taken to prepare the amended documents, with the Chair agreeing that they gave an insight into the incredible amount of work carried out by Officers and the Consultant for which thanks was given.

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the **ADOPTION** of the revised Financial Regulations, a new Risk Management Policy and amendments to the Standing Orders, Standing Orders for Contracts, and Council Terms of Reference as set out in the appended draft documents.

64. **TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2024 (IF AVAILABLE)**

The Assistant Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of July and August 2024, including business crime reporting through DISC, was **NOTED**.

65. **TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE**

The Civic & Office Manager's report was **NOTED**.

Having reviewed the Town Crier role, Members **AGREED** that there should be no changes made. The Town Crier, Jane Smith, was credited as being a brilliant asset to the Town and it was unanimously **AGREED** that a letter of thanks should be written on behalf of the Council.

66. **CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2025 TOWN NEWSLETTER**

The Civic & Office Manager's report was **NOTED**.

Members considered the Officer's suggested articles for the 2025 Town Newsletter and, by a show of hands for each of the suggestions, **AGREED** that the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- VE Day 80th Anniversary (May 2025)
- 45th Anniversary Twinning with Saint-Maur-des-Fosses
- Youth provision in Bognor Regis
- 25th Anniversary of Town Force
- 40th Anniversary of Bognor Regis Town Council
- Bognor Regis Community Survey 2025

Subject to the word count available for each article, it was suggested that some of the other suggestions in the report could be incorporated into the six agreed articles where there was a similarity. For example, the 90th Anniversary of Bognor Regis' coat of arms could be included in the article about the Town Council's 40th Anniversary.

It was further **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2025 Town Newsletter.

67. **ROLLING CAPITAL PROGRAMME INCLUDING: -**

The Assistant Clerk's report was **NOTED**.

67.1 To ratify expenditure of £746.45 excluding VAT for 50 Litre Trolley Mounted Waterer

Members unanimously **RATIFIED** expenditure of £746.45 excluding VAT for a 50 Litre Trolley Mounted Waterer.

68. FINANCIAL REPORTS INCLUDING: -

The Assistant Clerk's report was **NOTED**.

68.1 To note Committee I&E Reports for the month of August 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of August 2024.

68.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2024, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

69. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

A Member drew attention to the acknowledgement of an email sent by the Town Council, expressing well wishes to the new Mayor of Saint-Maur-des-Fossés (No. 34 on the list) and suggested that a letter should be written to the previous Mayor, thanking them for their service. This was **AGREED**.

70. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 23 (contractual).

71. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Clerk informed those present that an outstanding debt was being chased.

The Meeting closed at 8.02pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 17th SEPTEMBER 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes, S. Goodheart, B. Waterhouse, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.02pm

73. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

74. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Ralph with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

75. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

76. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 27th AUGUST 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 27th August 2024 as an accurate record of the proceedings and the Chair signed them.

77. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

78. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

79. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 23rd, 30th AUGUST AND 6th SEPTEMBER 2024

79.1 The Committee noted that there were no views from other Town Councillors to report.

79.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

79.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

80. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, VARIATION TO PREMISES LICENCE 120123: BUTLIN'S, UPPER BOGNOR ROAD, BOGNOR REGIS, PO21 1JJ

80.1 Licensing Act 2003

Premises: Butlin's Resort, Upper Bognor Road, Bognor Regis, PO21 1JJ

Licence Number: 120123

The Committee noted the application for a Variation to a Premises Licence with proposed changes as follows: - reconfigure the layout of the theatre to remove existing screens and create new soft play area, and; vary back of house kitchen areas in Beachcomber Inn.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted for the reasons outlined in the application.

81. TO RATIFY ANY PAVEMENT LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

A Pavement Licence application (number: 120139) was received for Punch & Judy, High Street, with a consultation deadline of 16th September 2024. Committee Members were canvassed for their comments via an email sent on 6th September, with the intention to ratify any representation submitted at the next Committee Meeting. Unfortunately, an insufficient number of responses were received from Members and, therefore, no representation was submitted on behalf of the Town Council in response to the Pavement Licence application for Punch & Judy.

82. TO FURTHER CONSIDER A REQUEST FROM THE TOWN FORCE MANAGER FOR CIL FUNDING TO COVER COSTS ASSOCIATED WITH GREEN INFRASTRUCTURE IMPROVEMENT WORKS IN BOGNOR REGIS, DEFERRED FROM THE PREVIOUS MEETING - MIN. 71 REFERS

The Assistant Clerk's report was **NOTED**.

At the previous Committee Meeting, held on 27th August 2024, Members considered a request from the Town Force Manager for CIL funding to cover costs associated with green infrastructure improvement works in Bognor Regis, which would be in keeping with the criteria set by ADC as to how town and parish councils can spend CIL receipts. Currently the Town Council has CIL funding available to the value of £13,429.84, which must be spent within 5 years or returned to ADC as the CIL Charging Authority.

When considering the request at the meeting held on 27th August, and following discussion, Members resolved to defer consideration of the funding until such time that arrangements had been made for them to meet with the Town Force Manager and Senior Town Force Member to discuss the proposals further - Min. 71 refers.

The requested meeting took place on Wednesday 11th September at which Members took the opportunity to discuss the proposals further and ask questions of the Town Force team. Some alternative suggestions were also made by Members in relation to the lengths of timber used to border the displays with Officers asked to provide costings for these alternatives, to be presented at the Committee Meeting on 17th September.

Having considered the options of materials used for the display borders, Members unanimously **RESOLVED** to **AGREE** that £3,000 of CIL funding be awarded to Town Force to carry out the green infrastructure improvements proposed with the final decision on borders being left to the expertise of Town Force, based on what they felt was most appropriate.

83. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

The Meeting closed at 4.36pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 17th SEPTEMBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 23rd, 30th AUGUST AND 6th SEPTEMBER 2024)**

Please Note: there were no planning applications for Bognor Regis on List dated 23rd August 2024

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p><u>BR/67/24/PL</u> <u>1 Flat, 1 Nelson Road</u> Bognor Regis PO21 2RY</p>	<p>Proposed front extension (remodeling of existing built front extension to accord with approved application BR/158/19/PL)</p>	<p>OBJECTION Members continue to object to these proposals. There appear to have been no new plans submitted showing the dimensions of the proposed extension and it cannot, therefore, be demonstrated where the elevations sit in proximity to the boundary line. In only being able to go by the previous plans submitted, under application BR/66/24/PL, Members consider the extension to be in breach of the Arun Design Guide owing to its proximity with the boundary line, and feel that the proposal causes adverse harm by way of lost external amenity.</p>
<p><u>BR/155/24/HH</u> <u>156 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Installation of air source heat pump</p>	<p>NO OBJECTION</p>
<p><u>BR/157/24/CLE</u> <u>March House</u> <u>2 Sussex Street</u> Bognor Regis PO21 1SF</p>	<p>Lawful development certificate for the existing signage on the front and side elevations</p>	<p>NO OBJECTION</p>

<p>BR/159/24/HH 2 Pendleton Place Bognor Regis PO21 5GE</p>	<p>Installation of 1 No. air source heat pump to the side</p>	<p>NO OBJECTION provided that the proposal does not reduce the amount of off street parking available, owing to the location of the proposed air source heat pump, contrary to ADC Parking Standards.</p>
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BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 8th OCTOBER 2024

PRESENT: Cllr. Mrs. J. Warr (Chair), Cllrs: J. Barrett, D. Dawes (during Min. 90.2), S. Goodheart (during Min. 90.2), P. Ralph, B. Waterhouse and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 4.00pm

84. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

85. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Mrs. Yeates with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

No apologies for absence had been received from Cllrs. Dawes and Goodheart so these could not, therefore, be approved.

86. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

87. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 17th SEPTEMBER 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the meeting held on 17th September 2024 as an accurate record of the proceedings and the Chair signed them.

88. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the public gallery, therefore, the meeting was not adjourned.

89. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

90. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 13th, 20th AND 27th SEPTEMBER 2024

90.1 The Committee noted that there were no views from other Town Councillors to report.

90.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

Cllrs. Dawes and Goodheart arrived at the Meeting

- 90.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

Owing to their arriving part-way through the consideration of the final planning application (BR/170/24/HH), Cllrs. Dawes and Goodheart **ABSTAINED** from voting and asked that this be recorded in the Minutes.

91. **TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 120235: ICE RINK, LAND AT CAR AND COACH PARKING, LONDON ROAD, BOGNOR REGIS**

- 91.1 **Licensing Act 2003**
Premises: Ice Rink, Land at Car and Coach Parking, London Road, Bognor Regis
Licence Number: 120235

The Committee noted the application for a Premises Licence for the supply of alcohol for consumption on and off the premises, Monday to Sunday between the hours of 10:00 and 21:00.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted for the reasons outlined in the application.

92. **TO CONSIDER ANY PAVEMENT LICENCE APPLICATIONS INCLUDING PAVEMENT LICENCE 120228: COSTA COFFEE, 33 LONDON ROAD, BOGNOR REGIS AND PAVEMENT LICENCE 120236: CAFÉ CENTRAL, 46A LONDON ROAD, BOGNOR REGIS**

The Assistant Clerk's report was **NOTED**.

- 92.1 **Business and Planning Act 2020**
Premises: Costa Coffee, 33 London Road, Bognor Regis
Licence Number: 120228

The Committee noted the application received for a Pavement Licence for 17 tables with 34 chairs, to be placed on the pavement directly outside the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence for Costa Coffee being granted for the reasons outlined in the application.

- 92.2 **Business and Planning Act 2020**
Premises: Café Central, 46A London Road, Bognor Regis
Licence Number: 120236

The Committee noted the application received for a Pavement Licence for 6 tables with 20 chairs, to be placed on the pavement directly outside the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence for Café Central being granted for the reasons outlined in the application.

92.3 Business and Planning Act 2020
Premises: Rocks Bar & Grill, 41 - 43 High Street, Bognor Regis
Licence Number: 120252

The Committee noted that another Pavement Licence application had been received, for Rocks Bar & Grill, for 4 tables with 16 chairs to be placed directly outside of the premises.

Members **RESOLVED** to raise **NO OBJECTION** to the Pavement Licence for Rocks Bar & Grill being granted for the reasons outlined in the application.

93. TO CONSIDER WSCC'S PROPOSALS TO MAKE A PERMANENT TRAFFIC REGULATION ORDER IN CLARENCE ROAD, BOGNOR REGIS, AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

The Assistant Clerk's report was **NOTED**.

Members **RESOLVED** to **AGREE** to raise **NO OBJECTION** in response to WSCC's proposals to make a permanent Traffic Regulation Order in Clarence Road, Bognor Regis.

94. TO RECEIVE DETAILS OF WSCC'S PROPOSED TRANSPORT IMPROVEMENTS ALONG THE A259 BETWEEN BOGNOR REGIS AND CHICHESTER IN PREPAREDNESS TO CONSIDER ANY RESPONSE TO THE PUBLIC CONSULTATION AT THE COMMITTEE MEETING TO BE HELD ON 29th OCTOBER

The Assistant Clerk's report was **NOTED**.

Members attention was drawn to the link within the report from which the consultation documents could be found, with a reminder that they would be asked for any comments at the next Committee Meeting.

95. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

95.1 WSCC - Invitation to participate in stakeholder engagement in relation to the draft Highway Network Management Plan (HNMP) to set out the approach taken to all aspects of highway network management in West Sussex. Circulated via email to Committee Members on 7th October with notification that the consultation will be included on the next agenda.

95.2 WSCC - Public Notice that Essex Road, Bognor Regis, will be temporarily closed to all traffic between the junctions with Town Cross Avenue and Hawthorn Road on 28th October 2024 for up to 5 days (it is estimated that the work will be completed by 28th October). The restriction will be in

place, daytime only, from 09:30 until 16:00 and is necessary for the safety of the public and workforce while Southern Water carry out carriageway repairs. An alternative route will be signed on site but please visit <https://one.network/?tm=139774422> for more details. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Cappagh Browne on behalf of Southern Water on 03303 030368 who will be able to assist with the scope of these works.

- 95.3** ADC - Notification that planning application BR/67/24/PL (Flat 1, 4 Nelson Road, Bognor Regis, PO21 2RY), to which the Town Council objected, is expected to be determined by ADC's Planning Committee at their meeting to be held on 16th October 2024.

The Meeting closed at 4.34pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 8th OCTOBER 2024
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 13th, 20th AND 27th SEPTEMBER 2024)**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p><u>BR/163/24/HH</u> <u>31 Victoria Road</u> Bognor Regis PO21 2RP</p>	<p>Erection of a rear outbuilding.</p>	<p>NO OBJECTION</p>
<p><u>BR/127/24/PL</u> <u>Fraser Court</u> High Street Bognor Regis PO21 1HG</p>	<p>Replace wooden balcony balustrades with metal balustrades.</p>	<p>NO OBJECTION</p>
<p><u>BR/153/24/HH</u> <u>4 Ivy Crescent</u> Bognor Regis PO22 8AB</p>	<p>Single storey front extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/170/24/HH</u> <u>11 Chichester Road</u> Bognor Regis PO21 2XG</p>	<p>Conversion of loft to habitable use including installation of 4 No. front dormers and rear rooflights.</p>	<p>NO OBJECTION Whilst Members have no objection to the proposals to convert the loft to create a games room (as per the plans), Town Councillors have observed very poor parking practice during the ongoing development. This has created obstructions to the sightlines of road users as they approach the busy roundabout opposite the site. The Town Council would ask that this is conveyed to the applicant and that this antisocial behaviour cease.</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 9th SEPTEMBER 2024

PRESENT:

Cllrs: J. Barrett, J. Brooks, D. Dawes, R. Nash
(during Min. 35), P. Ralph, M. Stanley, Mrs. J. Warr
and P. Wells

IN ATTENDANCE:

Mr. M. McLaughlin (Committee Clerk)
1 Member seated in the public gallery

The Meeting opened at 6.34pm

31. WELCOME BY CHAIR

In the absence of the Chair, Cllr. K. Batley, the Vice-Chair, Cllr. Brooks, took the chair.

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

32. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Batley and Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were **APPROVED** by Members.

No apologies for absence were received from Cllr. Nash and this could not, therefore, be approved.

33. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

34. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 15th JULY 2024

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Environmental and Leisure Committee Meeting held on 15th July 2024, as an accurate record of the proceedings and the Chair duly signed them.

35. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.39pm

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery enquired as to the current use and status of the underground promenade toilets suggesting that if they were redundant, as suspected, that they be re-utilised as storage for chairs for events on the adjacent bandstand. It was further suggested that Arun District Council, who own the toilets and bandstand, extend their public liability insurance to cover the toilets so that they may be repurposed for storage and use by performing artists on the bandstand.

Further comments in relation to the bandstand were made in terms of how underused the asset appeared to be. It was felt that this could be as a result of an apparent lack of advertising and management.

The question was asked as to whether Bognor Regis Town Council could act as booking agents and take over the management of the bandstand from Arun District Council.

Additional comments were made around beach access, questioning whether Arun District Council could reprofile the beach at Gloucester Road to expose the ramp in full. Cllr. Stanley, in reply, reported, as previously, that stakeholder representatives had, and will continue to prioritise ramp facilities at Gloucester Road and Felpham Road.

Finally, the Member suggested that a Working Group be formed to formulate a "destination event" over a six-week summer period in 2025 for both residents and tourists alike.

Cllr. Nash arrived at the Meeting

The Chair reconvened the Meeting at 6.54pm

36. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk reported that there was no significant updates or issues to report further this period.

37. PROMENADE BANDSTAND LIGHTS - TO RECEIVE AN UPDATE ON THE WORKING OF THE LIGHTS FOLLOWING A COMPLAINT FROM A RESIDENT AND CONSIDER ANY FURTHER ACTIONS - CLLR. NASH TO REPORT - MIN. 21 REFERS

Cllr. Nash reported that he had raised the matter with Arun District Council and that there is a joint partnership between Arun and the Bognor Regis BID who would be taking this issue forward.

38. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16th JULY 2024 INCLUDING: -

The Committee Clerk's report, including the appendix relating to the Notes of the Bognor Regis in Bloom Working Group Meeting held on 16th July 2024, was **NOTED**.

38.1 Recommendation to request funding of £25 for plaques and £45 for gift vouchers for the winner and runners-up of the Guides and Scouts Competition, to be funded from the 2024/2025 Competition Expenses Budget - Min. 5.2 refers

Having considered the recommendation from the Bognor Regis in Bloom Working Group, Members unanimously **RESOLVED** to **AGREE** to allocate £25 and £45 respectively to plaques and gift vouchers for the winner and runners-up of the Guides and Scouts Competition.

39. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The only Public Events licence application to have been received, since the previous meeting of 15th July 2024, was in relation to the Southdowns Music Festival. As the applicant was a Member of the Town Council, and to avoid any conflict of interest, no response to the consultation was submitted to Arun District Council.

40. TO AGREE IF A STANDALONE MEETING IS REQUIRED TO RECEIVE PRESENTATIONS FROM TENDERERS FOR THE CHRISTMAS ILLUMINATIONS CONTRACT 2025-27, AND IF SO, THE DATE - MIN. 28 REFERS

Members **AGREED** that tenderers present their respective proposals for the Christmas Illuminations contract 2025-27, in-person, to all Council Members at a Members Briefing in late September/early October prior to the budgetary meeting in November. The Committee Clerk will arrange, coordinate and communicate as required.

41. TO CONSIDER TAGGING THE TOWN COUNCIL ASSETS TO PROMOTE THEIR PROVISION BY THE TOWN COUNCIL - MIN. 35 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 29th JULY 2024 REFERS

The Town Force Manager's report was **NOTED**.

During discussions, a Member proposed that other items owned by the Town Council, such as crowd barriers, also be tagged and suggested that these items could be hired out to event organisers to generate an income for the Town Council.

Cllr. Nash declared an Ordinary Interest as an event organiser

Members **RESOLVED** to **AGREE** expenditure of up to £18 plus VAT from the Publicity and Promotion Budget 2024/25, for Hi Tack stickers for the three seafront showers, to promote the provision of these Town Council assets.

In considering the proposed design of the stickers, Members felt that a simpler design would be preferable by removing the 'sunniest' logo. It was suggested that the stickers read "Provided by" with the Bognor Regis Town

Council corporate logo. This amended design was **APPROVED** and it was **AGREED** that portrait stickers be applied to the three seafront showers.

Furthermore, Members additionally **RESOLVED** to **AGREE** expenditure of up to £99.60 plus VAT, funded from the Publicity and Promotion Budget 2024/25, for Foamalux (PVC) signs (5mm thickness) to tag other Town Council assets as listed in the report.

This included a sticker at the base of the seafront beacon, without compromising the column, and it was **AGREED** that the stickers on all other assets, besides the showers, should be landscape.

42. CONSIDERATION OF PRODUCTION OF A LEAFLET AND SEAFRONT SHELTER POSTERS, INCLUDING DESIGN AND FORMAT, IN RELATION TO 2025 EVENTS IN THE TOWN, AND ANY POTENTIAL BUDGET IMPLICATIONS

Following discussion, Members **AGREED IN PRINCIPLE**, subject to costing and quotations, the production of a leaflet and seafront shelter posters to promote Bognor Regis events in 2025, and that an appropriate budget be recommended in due course.

Members **AGREED** to **RECOMMEND** that the format of the leaflets and posters in 2025 be the same as the previous 2024 campaigns. Officers were tasked to seek designs and costings for presentation at the next Environmental and Leisure Committee Meeting scheduled to be held 4th November 2024.

Members further **AGREED** that the events leaflet for 2025 should be delivered to the wider West Sussex area with a budgetary provision for distribution costs, in addition to the Town Council's participation with next years' Leaflet Exchange networking event.

43. ENERGY LEARNING NETWORK - TO CONSIDER THE TOWN COUNCIL'S INVOLVEMENT TO WORK WITH THIS ORGANISATION TO RECEIVE SUPPORT TO GROW SKILLS AND KNOWLEDGE TO ENABLE AND DELIVER COMMUNITY ENERGY ACTIVITIES LOCALLY

The Committee Clerk's report, including the appendix detailing the opportunity on offer, was **NOTED**.

Members **AGREED** to submit an Expression of Interest in working with the Energy Learning Network to enable and deliver community energy activities locally, on the proviso that this was non-binding.

44. SAFETY CAMPAIGN LITHIUM-ION BATTERIES - TO CONSIDER SUPPORTING THIS CAMPAIGN TO IMPROVE THE SAFETY OF LITHIUM-ION BATTERIES (USED IN E-BIKES AND E-SCOOTERS) AND THEIR DISPOSAL

The Committee Clerk's report was **NOTED**.

Members **AGREED** to **DEFER** consideration of supporting the campaign in relation to the safety of lithium-ion batteries until the further information requested by the Committee Clerk has been received.

45. SEA WATER POOL ACCESSIBLE TO ALL - TO CONSIDER A REQUEST FROM A RESIDENT AS AN OPTION, AND ANY NEXT STEPS

The Committee Clerk's report was **NOTED**.

Whist Members deemed the proposal a good idea, in principle, they collectively cited issues of cost, engagement and involvement of private enterprise, all of which were outside the remit of the Town Council. Members were also mindful of planned seafront developments currently ongoing, which have yet to manifest themselves and which would possibly change the dynamics of Bognor Regis.

Members suggested that the Committee Clerk respond to the resident who had proposed a sea water pool that would be accessible to all, explaining the Town Council's position.

46. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

The Meeting closed at 7.50pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 12 - TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31st MARCH 2024 ACCOUNTS AND CONSIDER ANY ACTION IF REQUIRED

REPORT BY THE TOWN CLERK

FOR DECISION

Notification has been received from the External Auditors, Moore, that they have completed the Town Council's annual audit for the year ended 31st March 2024.

The certified Annual Governance and Accountability Return (AGAR) which includes the External Auditor's certificate and report and details any matters arising from the audit has also been returned.

The External Auditor limited assurance opinion 2023/24 states as follows: -

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: - None."

In line with the Accounts and Audit Regulations 2015, a Notice has already been displayed along with a copy of the certified AGAR on the Town Council's noticeboards advising of the conclusion of the audit and the right to inspect this. A copy of the certified AGAR and Notice has also been placed on the Town Council's website.

The correspondence received from the auditors enclosing the signed External Audit report did however raise the following point, which is detailed below for Members information: -

"Insufficient information was provided with the intermediate testing supporting data submitted for review with regards to minutes evidencing the discussion of points raised on the external audit report. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission."

However, clarification on this point is currently being raised with the External Auditors by the Clerk.

DECISIONS

The Council is therefore invited to **NOTE** receipt of the External Auditor's Certificate and Report.

To **NOTE** the External Auditors limited assurance opinion 2023/24 which states that on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Also, that in relation to other matters not affecting their opinion which they wished to draw to the attention of the authority, there were none.

To further **NOTE** the point raised in the associated correspondence regarding insufficient information being provided with the intermediate testing supporting data submitted for review. This relates to minutes evidencing the discussion of points raised on the external audit report for last year (2022/23) and that in future the parish council needs to ensure that all the necessary supporting information is provided with their annual submission.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024

AGENDA ITEM 13 - NOTICE OF MOTION (S.O. 9.0) PROPOSED BY
CLLR. D. DAWES, SECONDED BY CLLR. J. BARRETT (DEFERRED FROM
THE PREVIOUS MEETING - MIN. 74 REFERS) - FUTURE OF BOGNOR
REGIS CHAMBER OF COMMERCE

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 2nd September 2024, the following Motion was proposed by Cllr. D. Dawes and seconded by Cllr. J. Barrett: -

"I have attended many events provided for the town by BRTC and am often in awe of the services that are provided to the town and its residents often for no charge or expectation.

However, I am rather irked by the appearance at many events by the Bognor Regis Chamber of Commerce which, if it was an active body, I would have no argument with but they are not and at present provide zero, as far as I can see, to the town or its residents. Why?

Their Facebook page last had a post from them on the September 27th 2019, and their header picture is of the front of the train station pre-planters which have been there for many years now and the contact number puts you in touch with the President who says "The Chamber is on hold... You need to talk to the Chairman and good luck with that as even I can't get hold of him". This is a very poor representation of Bognor Regis.

We now have the Chichester Chamber recently stated in the press that "We are looking to grow a Bognor Chapter of businesses that will be part of the Chichester Chamber, but at the same time will provide a voice for Bognor businesses and highlight the positive contributions that Bognor can bring to a co-ordinated business strategy for the entire coastal plain of West Sussex. There is no need to go through the expense and time of growing a business forum in Bognor; we can utilise all the facilities, infrastructure and experience already available via the Chichester Chamber of Commerce."

It seems we will just have to be happy being a chapter that is run by Chichester. In which case we see the 102yr old Bognor Regis Chamber of Commerce disappear and we rescind all further invitations to the BRCoC as they will be defunct sadly and invite the Chichester Chamber of Commerce which is equally as sad.

I know some will say that the BRCoC is not under the auspices of BRTC and I agree but surely we should be looking at how the town is represented and contact the Chairman and President for some clarification as to where we stand as a Town or give in and ask the

Chichester Chamber of Commerce how we can help them represent OUR town. Thoughts?"

The item was deemed not urgent by the Mayor at the meeting and was, therefore, deferred without discussion to the Council Meeting to be held on 28th October 2024, for Members to consider.

Members attention is drawn to Agenda item 14 whereby they will be asked to consider a request from the Chichester Chamber of Commerce to give a presentation to Council.

DECISION

How do Members wish to proceed?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

**AGENDA ITEM 14 - TO NOTE THAT THE FOLLOWING ORGANISATIONS
HAVE REQUESTED TO GIVE A PRESENTATION TO COUNCILLORS, AND
TO AGREE ANY ARRANGEMENTS IN ORDER TO FACILITATE THIS**

REPORT BY THE TOWN CLERK

FOR DECISION

Since the last Council Meeting, Officers have received requests from several organisations, expressing a wish to give a presentation to Members. As is usual practice for these requests, it will be for Members to determine which, if any, of the following they wish to invite to give a 'Members Briefing' style presentation, prior to the commencement of a future Council Meeting. Members will also need to consider which date/s may be appropriate from those listed below:

Monday 6th January 2025 (Precept)

Monday 10th March 2025

Monday 7th July 2025

A summary of the requests from the organisations are as follows: -

Bognor, Poole, Worthing Leisure Ltd

Having recently opened the new 'Beachside Brew, Deli Cocktail & Wine Bar' and 'Venue24' on Bognor Regis Pier, replacing 'Sheiks' nightclub, the Operations Manager for Bognor, Poole, Worthing Leisure Ltd has requested a meeting with Councillors, to discuss their 'exciting' proposals, to further enhance and 'elevate' the Pier, and therefore, Bognor Regis' night time economy and reputation. In addition to giving Members an insight into future plans, as an independent, family business, they would also like to gain a level of support from Members, for their future proposals as well as ascertaining any financial and marketing help that may be available.

Chichester Chamber of Commerce

A networking membership organisation, the Chichester Chamber of Commerce aim to help local businesses thrive, currently working in partnership with the Chichester Councils. With 200 business members and counting, they are looking to further expand across West Sussex, including Bognor Regis. Part of this expansion would involve holding networking events in the Town, offering support and guidance to the business sector and creating business connections within Bognor Regis. They have therefore asked to give a presentation, in the interest of growing a working relationship with Bognor Regis Town Councillors, whilst further explaining the benefits they hope to bring to the Town.

Bishop Tufnell CE (Aided) Primary School

The school, based in Felpham, recently took part in the Bognor Regis in Bloom 'School and Nurseries' competition, with the Mayor and the Allotments & In Bloom Officer visiting the school to present their certificates.

AGENDA ITEM 14

During the visit, a teacher enquired with the Officer as to whether some of the pupils from the school would be able to give a short presentation to Councillors about local sewage issues. The teacher advised that this was a topic that the children felt strongly about, actively campaigning and creating a stirring display wall in their school library, to raise further awareness of the issue with their fellow students and teachers. It was felt by the school that this would be a fantastic opportunity for the children to present their recent work and findings, to Bognor Regis Town Councillors.

DECISIONS

Do Members wish to invite any of the above organisations to give a Presentation to Members, prior to the start of a future Council Meeting?

If so, which date/s would be most appropriate?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 15 - TO CONSIDER APPOINTING A TOWN COUNCILLOR REPRESENTATIVE TO ATTEND 'BOGNOR COMMUNITY MEETINGS', AS ORGANISED ON AN AD-HOC BASIS BY THE HIGH SHERIFF OF WEST SUSSEX

REPORT BY THE TOWN CLERK

FOR DECISION

An invitation was received for the Mayor and Deputy Mayor to attend a 'Bognor Community Meeting' on Thursday 24th October at Saint Wilfrid's Church, in Ellasdale Road, Bognor Regis.

This Meeting was arranged by the High Sheriff of West Sussex, Mrs. Philippa Gogarty, at which various organisations, including Sussex Police, were invited to share information and ideas for collaborative working across a number of initiatives, to support the most vulnerable in our communities, with a more joined up approach.

After further liaison with the High Sheriff's PA, it has been established that the meeting on 24th October 2024, is the second meeting of this group, within Bognor Regis, and Officers were informed that as well as inviting the Mayor and Deputy to this second meeting, other additional organisations have also been invited, with the intention of expanding the group, for better outcomes. At the first meeting, issues such as isolation, poverty, homelessness, domestic abuse and access to health care were identified as key issues in the area.

Whilst the Mayor and Deputy have been invited on this occasion, it is felt by Officers that it may be prudent for Members to consider appointing a Town Councillor representative, to attend future meetings of this group and to provide a report back to the Council as part of the 'Representatives to Outside Bodies' process.

It has not been made clear how often these meetings will be held but, as this is the second meeting held by the High Sheriff, who was appointed in March 2024, it would seem appropriate to assume a meeting may be held every few months.

DECISIONS

Do Members wish to appoint a Town Councillors representative?

If so, are there any nominations?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 16 - TO NOTE THAT THE WSALC AGM AND CONFERENCE WILL TAKE PLACE ON MONDAY 4th NOVEMBER 2024, AT THE AMEX STADIUM, BRIGHTON

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Notification has been received that this year WSALC will be holding their AGM, followed by a joint ESALC and WSALC Conference, on Monday 4th November 2024 at the Amex in Brighton (approx. 10am – 4pm).

Each parish or town council can elect up to two representatives to have voting rights at the AGM. At the Annual Town Council Meeting held in May, Councillors Goodheart and Wells were appointed as the Town Council's WSALC representatives.

Whilst Councillor Goodheart has confirmed that he is able to attend the AGM, Councillor Wells is not able to do so on this occasion.

DECISION

Members are asked to **NOTE** that the WSALC AGM and Conference will be taking place on Monday 4th November 2024.

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 28th OCTOBER 2024

AGENDA ITEM 17 - TO NOTE THAT THE TOWN COUNCIL'S COMMUNITY WINTER RESILIENCE PLAN HAS BEEN UPDATED, AND SUBMITTED TO WSCC, FOR 2024/25

REPORT BY THE ASSISTANT CLERK

FOR DECISION

The Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) to help communities in times of extreme weather.

DECISION

Members are invited to **NOTE** that the Town Council's Community Winter Resilience Plan for 2024/25 (as detailed in **Appendix 1**) has been updated and submitted to WSCC.



BOGNOR REGIS TOWN COUNCIL

Community Winter Resilience Plan 2024/25

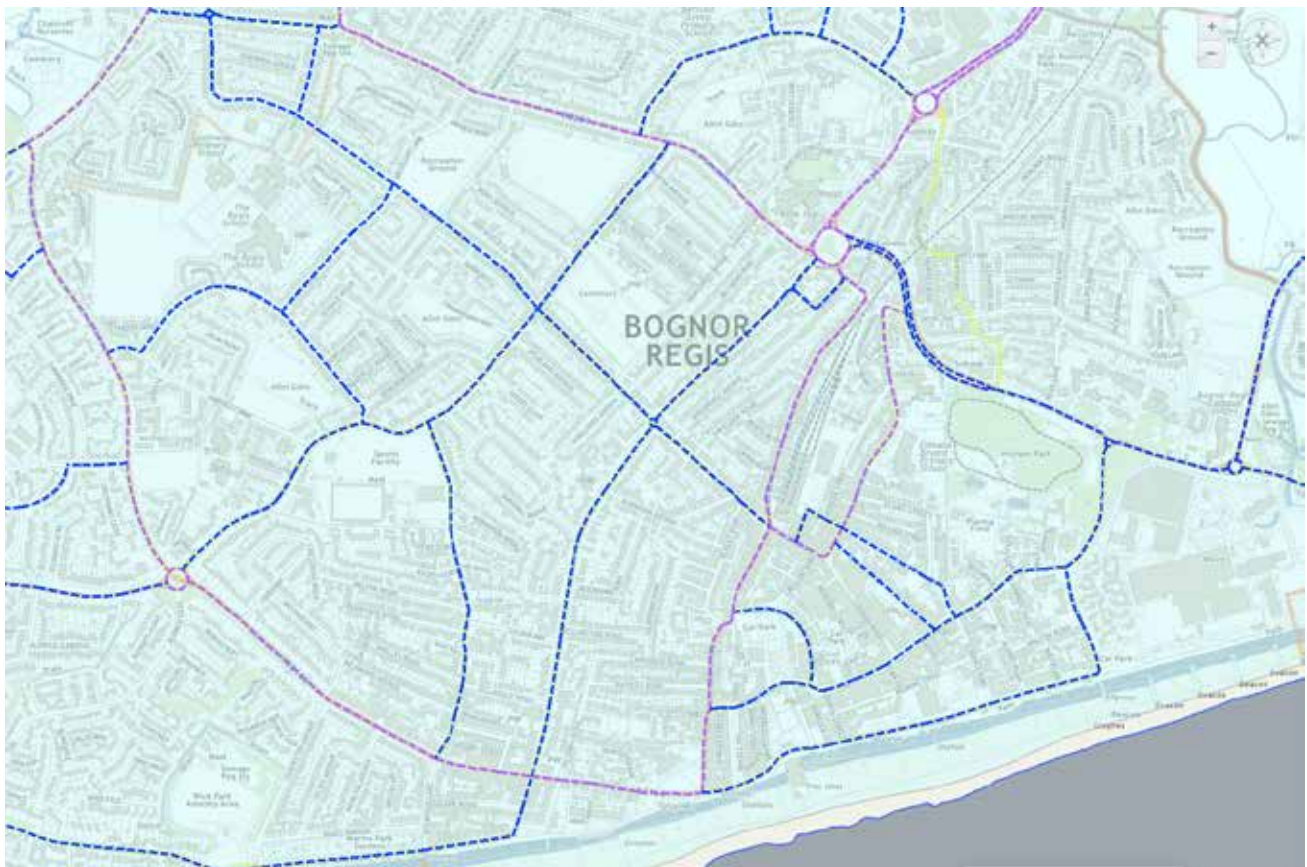
Community Winter Resilience Plan 2024/25

This Community Winter Resilience Plan is produced with the support of West Sussex County Council (WSCC) in helping communities in times of extreme weather.

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by their weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via [@WSHighways](#).
- Treat the Winter Service Network – 42% of the county's 4,000km road network.
- Purchase and store, at five WSCC depots, at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

WSCC Gritting Routes within the five Wards of Bognor Regis



----- Winter Service Network - treated for frost, ice and snow (this network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments)

----- Winter Resilient Network - treated for snow only (this is the extent of the network that will be treated/ploughed in the event of heavy snowfall, 5cm +. This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads)

WSSC Highways does not undertake any of the following:

- Treat any roads not identified as part of the Winter Service Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bins or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or Hippo Bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan, or clearance has been undertaken without consent to activate from WSSC.

Town/Parish Council Salting and Clearing Arrangements

Local Coordinator: Mrs. Erika Adams

Contacts for Daily Decisions: Mrs. Erika Adams
Town Force Manager
Bognor Regis Town Council
01243 825535
erikaadams@bognorregis.gov.uk

Bulk bags of salt to be provided by WSSC Highways during the autumn, for hand salting by identified volunteers at the problem areas highlighted below. Salt provided by WSSC is for use only on public roads and footpaths and is not to be used for complete route coverage. Bognor Regis Town Council's Town Force staff will be deployed to undertake salting in the event of emergencies, with salt to be stored at the following locations:

Area	Quantity
Town Force Lock Up Unit G2 Beeding Close Southern Cross Trading Estate Bognor Regis	1 bag

Problem areas identified within Bognor Regis

The following areas have been highlighted as areas that may require hand salting in the event of snow/heavy frost:

- 3 x WSSC subways and adjoining paths.
- London Road precinct.
- Railway footbridges at Longford Road and Ivy Lane.
- Communal areas of Bognor Regis Town Council's allotments.
- Other areas as identified as a result of snow/frost.

Identified volunteers

Bognor Regis Town Force team (paid staff)

Advice on hand salting

The photographs below illustrate some of the key features of effective hand salting.



One ton bags of salt/grit mix is delivered to agreed locations during times of adverse weather for use on the public highway as a form of self help. This material is not for use on private land.



WSCC recommends a spread rate of approximately 20 grams of salt/grit per metres square when hand salting. Although salt/grit can be spread effectively with shovels, care is required to ensure over salting does not occur. Push-along devices, as shown on the left, can be used to cover large areas with an even spread. Large areas can thus be treated quicker with less wastage.



20 grams is in fact a very small amount. You don't need a lot of salt to protect a footway. Use it sparingly. Over salting is damaging to the environment and a waste of a limited resource. Salt bins or bulk bags may not be replaced if salt stocks are critical.



The white board in the photo to the left is one metre square and has 20 grams of salt/grit spread across it. You will observe that you do not need a lot of salt to protect the footways. Spread it evenly and your salt will last longer and cover a greater area.

Advice from GOV.UK on clearing snow and ice, from a road, path or cycleway, where possible

When you clear snow and ice:

- Do it early in the day - it's easier to move fresh, loose snow.
- Don't use water - it might refreeze and turn to black ice.
- Use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (you can use ordinary table or dishwasher salt).
- You can use ash and sand if you don't have enough salt - it will provide grip underfoot.
- Pay extra attention when clearing steps and steep pathways - using more salt may help.
- When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Remember, people walking on snow and ice have responsibility to be careful themselves.

Advice from WSCC on how to prepare for winter

Keep an eye on the weather

- Sign up to [receive severe weather and school closure email alerts](#).
- [Check if you are at risk from flooding](#) and [sign up for free flood warnings](#).

Protect your home

- Order winter fuel in advance.
- [Check pipes are lagged](#) to prevent them bursting and know where to turn your stopcock off.
- Have a shovel available to clear paths.
- Prepare an [emergency bag](#) in case you or your family have to move location at short notice.
- Make sure you have a [working smoke alarm](#) on each level of your home.

- Complete a Household Emergency Plan, which should include important numbers, such as your home insurer, doctor and the police: [Household Emergency Plan form](#).
- Sign up to the British Red Cross [app](#).

Protect your business

- WSCC's [Protect your business](#) pages provide information on how to prepare a business continuity plan to help in the event of extreme weather.

Protect your health

- [Keep warm and well](#) - find out if you are eligible for [Cold Weather Payments](#).
- Fight the flu – [get a flu jab](#).
- If you take medication make sure you have enough to get you through any bad weather.
- Check NHS Choices for [winter health guidance](#).
- Have your heating and cooking appliances serviced by an [approved trader](#) - carbon monoxide is a killer.
- Stock up on basic supplies at home or find out about getting [Meals on Wheels](#).

Winter travel

- Ensure you have shoes with a good grip.
- Prepare your car for winter weather by following [RAC advice](#).
- Follow GOV.UK's advice about [driving in adverse weather conditions](#).
- Keep up to date with the latest travel information [around the county](#) or [around the UK](#).
- Sign up for free [train delay and disruption alerts](#).

Other resources

- Contact the [Energy Saving Trust](#) for free, impartial advice on reducing your heating bills and making your home more energy efficient.

Useful contact details/websites in an emergency

Bognor Regis Town Council	01243 867744 bognortc@bognorregis.gov.uk
Arun District Council (Enquiries)	01903 737500 info@arun.gov.uk
BBC Sussex (104.8 & 95.3 FM)	www.bbc.co.uk/bbcsussex
British Gas and Transco Gas	0800 111 999
Emergency Services	999

Environment Agency	www.environment-agency.gov.uk
Heart (102.4 & 103.5 FM)	www.heart.co.uk/sussex
Highways England	0300 123 5000 https://m.highwaysengland.co.uk/
National Flood Forum	https://nationalfloodforum.org.uk/
NHS out-of-hours	111
Police (non-urgent)	101
Portsmouth Water	023 9247 7999
Power Cut	105
St Richard's Hospital	01243 788122
Southern Water	0330 303 0368
V2 Radio Sussex	www.v2radio.co.uk
West Sussex County Council (Enquiries)	01243 777100 www.westsussex.gov.uk
West Sussex Highways	01243 642105 www.westsussex.gov.uk
WSCC Resilience & Emergencies	033 022 22400 emergency@westsussex.gov.uk
West Sussex Fire & Rescue Service	01243 786211 wsfrs@westsussex.gov.uk

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 18 - TO CONSIDER THE REQUIREMENT TO APPOINT A MEMBER OTHER THAN THE CHAIR OR VICE-CHAIR OF POLICY AND RESOURCES COMMITTEE TO VERIFY BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S ACCOUNTS IN LINE WITH THE COUNCIL'S NEW FINANCIAL REGULATIONS (F.R. 2.6 REFERS)

As Members will be aware, the National Association of Local Councils (NALC) has recently issued a substantially amended and re-formatted model of the Financial Regulations. This document was considered by the Policy and Resources Committee at their meeting held on 23rd September 2024 and was subsequently recommended to Council for adoption, which will have been considered by Members earlier in the meeting.

Previously the Financial Regulations stated as follows: -

'On a monthly basis and at each financial year end, the Chair or Vice-Chair of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee'.

This has now been amended to exclude the Chair or Vice-Chair of Policy and Resources Committee and now states as follows: -

'On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee'.

It will therefore be necessary for Members to consider this requirement and make the necessary appointment. However, to ensure that there is always a Member available when required, rather than making a single appointment, Councillors are asked to consider and approve that verification of the bank reconciliations can be completed by any of the current bank signatories excluding the Chair or Vice-Chair of the Policy and Resources Committee appointed in any municipal year. This will then be reviewed on an annual basis at the Annual Town Council Meeting to seek ratification of its continuance for the following municipal year.

Continued.....

DECISIONS

Do Members **RESOLVE** that verification of the bank reconciliations be completed by any of the current bank signatories excluding the Chair of Vice-Chair of the Policy and Resources Committee appointed in any municipal year?

Members are further asked to **NOTE** that this will be reviewed on an annual basis at the Annual Town Council Meeting to seek ratification of its continuance for the following municipal year.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 19 - REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 17th OCTOBER 2024 (IF AVAILABLE)

REPORT BY THE TOWN CLERK

FOR NOTING

At the time of publishing this report, the Minutes from the meeting held on 17th October 2024 have not yet been released. However, as soon as these are available a link to the Bognor Regis Regeneration Board website will be circulated to Members and the Minutes will be noted at the next meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

**AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY MAYOR
CLLR. MISS. CLAIRE NEEDS FROM 2nd SEPTEMBER - 28th OCTOBER 2024**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Wednesday 04.09.24 : *Deputy Mayor attended: Dedication Service at Arun Crematorium, Gravatt's Lane, Yapton*
- Saturday 07.09.24 : *Deputy Mayor attended: Bognorphenia 'Our Generation Young People's Day', Hotham Park, BR*
- Sunday 24.09.24 : *Deputy Mayor attended: RAFA Battle of Britain Service, The Salvation Army Church, Canada Grove, BR*
- Monday 16.09.24 : Presentation to winners of In Bloom 'School and Nurseries' Competition, Bishop Tufnell CE (Aided) Primary School, Pennyfields, Felpham
- Saturday 21.09.24 : Opening of 2024 Southdowns Music Festival, High Street/ London Road, BR
- Saturday 28.09.24 : Bognor Regis 'Puppet Party', Royal Norfolk Hotel, The Esplanade, BR
- Thursday 03.10.24 : Tour of Butlin's new indoor 'PlayXperience' Activity Centre, Butlin's, BR
- Friday 11.10.24 : *Cllr. Mrs. Warr attended: High Sheriff of West Sussex' Annual Judges Service, Chichester Cathedral, Chichester*
- Sunday 13.10.24 : *Deputy Mayor attended: Rustington Parish Council's Civic Thanksgiving Service, St. Joseph's Catholic Church, Station Rd, Rustington*
- Thursday 17.10.24 : Opening of new 'Poundstretcher' store, 18-20 London Rd, BR
- Thursday 17.10.24 : Allotments & In Bloom Awards Evening, Shore Community Church, Victoria Drive, BR

AGENDA ITEM 20

- Thursday 24.10.24 : High Sheriff of West Sussex' 'Bognor Community Meeting', Saint Wilfrid's Church, Ellasdale Rd, BR
(Mayor and Deputy Mayor attending)
- Friday 25.10.24 : Opening of The Phoenix Centre, Westloats Lane, BR
- Saturday 26.10.24 : Launch of RBL Poppy Appeal 2024 at Tesco, Sainsbury's and Morrison's, BR
(Mayor and Deputy Mayor attending)

Invites not Attended

West Sussex Scout AGM, Cottesmore Golf & Country Club, Crawley

Air Ambulance Restart a Heart Training Day, Rochester and Redhill

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024

AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 2nd SEPTEMBER - 28th OCTOBER 2024

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

Friday 06.09.24 - Sunday 08.09.24	:	Loyal Company of Town Crier's British Championships (Town Crier Competition), Riverside Shopping Centre, Sleaford, Lincolnshire (won 'Best Dressed Couple')
Friday 13.09.24 - Sunday 15.09.24	:	Ancient & Honourable Guild of Town Crier's 'Guild Championship 2024', Broad Street, Montgomery, Wales
Saturday 21.09.24	:	Opening of 2024 Southdowns Music Festival, High Street/ London Road, BR
Saturday 28.09.24	:	Bognor Regis 'Puppet Party', Royal Norfolk Hotel, The Esplanade, BR
Tuesday 01.10.24	:	Launch event for new 'The Ivy' Restaurant, 16 Parade, Canterbury (<i>private event</i>)
Friday 11.10.24 – Sunday 13.10.24	:	National Town Crier's Championship 2024, Gun Gardens, Rye (won 'Best Dressed')
Thursday 17.10.24	:	Allotments & In Bloom Awards Evening, Shore Community Church, Victoria Drive, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

**AGENDA ITEM 23 - TO RECEIVE A REPORT FROM OFFICERS
FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH
MEETING WITH THE NEIGHBOURHOOD POLICING TEAM**

REPORT BY THE ASSISTANT CLERK

FOR INFORMATION

Arun Parish (Sussex Police) Meeting held on 1st October 2024

Both Cllr. Wells and the Assistant Clerk participated in the online meeting held on 1st October 2024, hosted by Inspector Ross Wickings from the Arun Neighbourhood Policing Team (NPT).

Inspector Wickings advised that from 7th October 2024 there would be changes made to the call grading system as follows: - Category A calls would be deemed as an emergency with a Police Response Team deployed immediately; Category B calls would see the Response Team dispatched within an hour; Category C would be followed up by the Response Team within 24 hours; Category D calls would be followed up within 72 hours by the Initial Investigation Team; and Category E calls would be handed over to the Neighbourhood Policing Team.

Concerns were raised that when calling 999, it is often difficult for call handlers to fully appreciate the emergency situation happening 'on the ground'. Inspector Wickings advised that call handlers have a question set to go through to ascertain what category the call fits into. Feedback was invited about any concerns arising from the changes.

An update was given in relation to the long-term antisocial behaviour that had been taking place at Station Square, Bognor Regis. A multi-agency approach was ongoing from which there were positive actions being taken. Comment was made about the risk of driving the antisocial behaviour away from Station Square and into other areas of the Town Centre. It was suggested that there should be calls for a 'No Street Drinking' ban in certain areas of the Town Centre, as a trial, which it was felt would send out a very strong message and might stop people from becoming too intoxicated from which problems escalate. Inspector Wickings stated that if people report antisocial behaviour to the police, then they can keep track of it.

Updates and issues raised by representatives from the various Arun parishes centred around low-level antisocial behaviour, begging, rough sleepers, street drinking, burglaries, knife crime, criminal damage, antisocial parking, speeding and noise complaints.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024**

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. NALC Events – Circulated to all Councillors 17.09.2024
2. VAAC AGM Celebration 2024 – Circulated to all Councillors 17.09.2024
3. NALC new website launch – Circulated to all Councillors 17.09.2024
4. NALC Newsletter 18.09.2024
5. Sussex Police and Crime Commissioner newsletter – Circulated to all Councillors 18.09.2024
6. WSCC amendment to latest newsletter – Circulated to all Councillors 18.09.2024
7. NALC Chief Executive’s Bulletin – Circulated to all Councillors 19.09.2024
8. Highways, Transport and Planning – News and Updates – Circulated to all Councillors 19.09.2024
9. WSCC News Release – West Sussex Recycling Centres switch to winter opening hours from 1st October – Circulated to all Councillors 19.09.2024
10. NALC Job listings 23.09.2024
11. Office for National Statistics; newsletter 23.09.2024
12. WSCC Cabinet Agenda 01.10.2024 – Circulated to all Councillors 23.09.2024
13. WSCC News Release; have your say on proposed transport improvements between Chichester and Bognor Regis with drop in events – Circulated to all Councillors and on the Town Council website 24.09.2024
14. NALC Events – previously forwarded to Councillors 24.09.2024
15. Sussex Alerts; Essential Online Safety Tips – Circulated to all Councillors and on social media 24.09.2024
16. Express Solicitors correspondence for injury on land in Bognor Regis including reply advising to contact WSCC highways 24.09.2024
17. Public Sector Network September 24 Newsletter 25.09.2024
18. NALC Newsletter 25.09.2024
19. WSCC News Release; Could you be a County Councillor – Circulated to all Councillors and on social media 25.09.2024
20. Bognor Regis BID: Ask the Board 25.09.2024
21. NALC Chief Executive’s Bulletin – Circulated to all Councillors 26.09.2024
22. WSALC Conference 04.11.2024 at the Amex in Brighton – Circulated to Cllrs Goodheart and Wells, Town Council reps 26.09.2024
23. My Sisters’ House Vacancy for a Trust Fundraising Officer – Circulated to all Councillors 26.09.2024
24. ACCA News magazine – Circulated to all Councillors 27.09.2024
25. NALC Job listings 30.09.2024
26. Heather Perrott BR Twinning; Next International film showing at Picturedrome Cinema – Circulated to all Councillors 30.09.2024
27. VAAC October 24 Funding Focus – Circulated to all Councillors 01.10.2024
28. Sussex Alerts; Sussex Police Monthly Bulletin – Circulated to all Councillors and on social media 01.10.2024
29. NALC Newsletter 02.10.2024
30. Sussex Police and Crime Commissioner; Reappointment of Sussex Police Chief Constable – Circulated to all Councillors 02.10.2024
31. NALC Chief Executive’s Bulletin – Circulated to all Councillors 03.10.2024

AGENDA ITEM 24

32. West Sussex Mind; Autumn Brochure 03.10.2024
33. CAAC Save the date AGM – Circulated to all Councillors 04.10.2024
34. NALC website launch 07.10.2024
35. DCK Accounting Solutions 01.04.2025 Changes to fees 07.10.2024
36. West Sussex Mind 08.10.2024
37. NALC Jobs listings 08.10.2024
38. Bognor Regis BID team update – Circulated to all Councillors 08.10.2024
39. St Wilfrid's Hospice News 09.10.2024
40. Sussex Police and Crime Commissioner newsletter – Circulated to all Councillors 09.10.2024
41. Sussex Alerts; Are you scam savvy – Circulated to all Councillors and on social media 09.10.2024
42. LGPS Employer Performance Letter 09.10.2024
43. Notice of WSALC Annual General Meeting 2024; Agenda and previous Minutes forward to Cllrs Goodheart and Wells (TC Reps) 10.10.2024
44. NALC Chief Executive's Bulletin – Circulated to all Councillors 10.10.2024
45. WSCC Recycling newsletter – Circulated to all Councillors 10.10.2024
46. Press release from Shaun Gunner: Alison Griffiths MP calls for action on vaccination following World Meningitis Day 10.10.2024
47. Hidden Disabilities Sunflower updates 15.10.2024
48. Sussex Alerts reminder – Request for your feedback on the policing service – Circulated to all Councillors and on social media 15.10.2024
49. NALC Event newsletter – Circulated to all Councillors 15.10.2024
50. VAAC; The Social Value of Volunteering- Circulated to all Councillors 15.10.2024
51. WSCC News Release; Consultation opens to help improve the lives of autistic people in West Sussex – Circulated to all Councillors 15.10.2024
52. VAAC E- October bulletin – Circulated to all Councillors 16.10.2024
53. Notice of WSALC Annual General Meeting 2024, Conference Details and Booking Form – Circulated to Cllr Goodheart (attending) and Cllr Wells 16.10.2024
54. Sussex Police and Crime Commissioner newsletter – National week of action to tackle business crime – Circulated to all Councillors 16.10.2024
55. Sussex Alerts; Sussex Resilience Forum - Local Risk Perception Survey – Circulated to all Councillors 17.10.2024
56. WSCC Resident's eNewsletter; Free slippers, new vaccine available, free half term fun – Circulated to all Councillors 17.10.2024
57. Sussex Alerts; Sussex Resilience Forum - Local Risk Perception Survey – Circulated to all Councillors and posted on social media 17.10.2024
58. NALC Chief Executive's Bulletin – Circulated to all Councillors 17.10.2024
59. ARUN Newsletter 46 18.10.2024
60. GWT Changes to train services from 15 December – Circulated to all Councillors and on social media 21.10.2024
61. BR BID; Offer for business at The Landing Place after their recent LUX Award success – 21.10.2024

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 28th OCTOBER 2024

AGENDA ITEM 25 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 30th September 2024 will be copied to Councillors for information under separate cover.

Annual Directors and Officers Insurance - the insurance policy has once again been renewed at a cost of £1,347.00 which includes the Broker's administration fee and Insurance Premium Tax. The premium is slightly less than last year with a saving of £81.00. This has been paid by BPCL.

Town Force Works - visit on 27th August to check buckets in tower at a total cost of £11 plus VAT. These works were funded by BPCL.

Buildings Insurance Assessment - Members are advised that following the renewal of the annual insurance premium for the Picturedrome cinema earlier this year, the insurance underwriters have requested a routine risk management survey of the cinema.

This would include reviewing the general details of the buildings, fire risks (electrical testing and fire alarms), security risks (intruder alarms etc) and business interruption followed by a tour of the buildings, including any boiler and plant rooms.

The risk assessment would also include a review of:

Occupancy details of the building

Who collects the waste to the buildings and where is waste stored before collection

The date of the last fixed electrical test for the buildings (the fixed wiring)

PAT testing arrangements

The type of heating in the building (gas/electrical) and details of any boiler serving contracts and when this was last done

The date of the last test of the Fire Extinguishers

Details of any fire alarms in the building. Is it bells only? Does it link to a receiving centre? Who maintains it? Are weekly tests undertaken?

Are there any lightning conductors on the buildings and when were these last tested

Details of any intruder alarms

Fire risk assessments in place

H&S Policy and Risk Assessments (Landlord)

Update on Refurbishment and Repair Work to The Picturedrome Cinema

At a meeting of Full Council on the 2nd September 2024, Members were advised of progress in relation to repairs and refurbishments at the Picturedrome cinema. The following report provides a situation analysis of progress together with the cinema tenants future plans.

Repair Works following visit by Structural Engineer - Members had previously been advised of an area of instability relating to the floor joists below Screen 1 currently being supported with acrow props. A meeting was arranged with the main contractor responsible for the cinema extension to discuss liability for repair works and I am pleased to report that the company has without prejudice agreed to undertake the repair works necessary to stabilise the timbers within the cellar area.

The contractor has engaged the structural engineer to draw up the necessary repair scheme who will be visiting the site on 29th October.

Cinema refurbishment - following a site meeting with the cinema tenant and his group operations manager the tenant has now advised the Clerk of his future plans which are appended in a Gantt chart at **Appendix 1**.

The cinema tenant has qualified his plan by confirming the following: -
The schedule of works and tasks that will bring the current Bognor Regis refit to conclusion, is based on the current number of contractors working, which is around 1.5, 5 days per week, due to current financial restraints. However, we are in the process of raising money, and once this is completed, the Picturedrome cinema will be the priority project to be completed. It is hoped that subject to the said funding it would be possible to shorten the time scale of works.

Bognor Regis Refit

Picturedrome Cinemas

Project Start:	Fri, 01/11/2024	
Project End:	Jul-25	

TASK	START	END	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Screen 3	Nov	Feb									
Electrics / Sound			█	█							
Floor Covering					█						
Seating					█						
Projection Install						█					
Screen Install						█					
Decoration Snagging						█					
Foyer	Mar	May (kiosk Open)									
Fit out Kiosk Units							█				
Display screens									█		
Extraction							█				
Post mix									█		
Electrics						█	█	█			

Project End:

Jul-25

TASK	START	END	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Toilets						■	■				
Floor Polish											■
Café / Resturant	Jan	July									
Create New Disabled Entrance										■	
Counter Bar Area										■	
Decorate Kitchens									■		
Fit Out with Stored Items											■
Decoration				■	■	■	■				